



THE AGENCY
FOR CO-OPERATIVE
HOUSING

L'AGENCE
DES COOPÉRATIVES
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Self-Assessment Tool

How-To Guide

How to Manage Users

This guide is one in a series developed to support federation staff in using and delivering the Self-Assessment. Each guide focuses on a specific task or function. Whether you're new to the tool or seeking a refresher, our clear, step-by-step instructions will help you integrate the Self-Assessment seamlessly into your services and maximize its value for your member co-operatives.

Step-by-Step Instructions

This How-To explores the Manage feature of the Articulate 360 platform used for the Self-Assessment.

First, select Manage in the menu bar.

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Learn

Analyze

Manage

Rise 360



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The following screen will appear in the **People** Section.

The Agency for Co-operative Housing | Learn | Analyze | **Manage** | Rise 360 | Upgrade to Reach 360 Pro | Browse Library | AC

Manage

People | Courses | Learning Paths | Libraries | Topics | Settings

Groups | **Users** | Pending

[Add Group](#) | Sort by: Name | Search groups...

Name	Members	Enrollments	Self-Registration Link
Agency	6	2	Learn More
CHASEO	1	2	
PHCHF	2	2	
Test Group A	3	2	

1 - 4 of 4

The **Groups** sub-screen will be displayed.

Groups can be added from this screen.

Please note that as a Federation user, you will not be required to add a Group, as the Agency will set this up when you sign up for the Self-Assessment subscription.

The **Users** sub-screen

The Agency for Co-operative Housing | Learn | Analyze | **Manage** | Rise 360 | Upgrade to Reach 360 Pro | Browse Library | AC

Manage

People | Courses | Learning Paths | Libraries | Topics | Settings

Groups | **Users** | Pending

[Add users](#) | Filter by Role: All roles | Filter by Group: All groups | Import | Export | Search users...

Name	Email	Role	Last Activity
<input type="checkbox"/> Glenn Agency	ggrignon@agency.coop	Manager	10/20/2025
<input type="checkbox"/> Agency Co-op	itaccounts@agency.coop	Owner	11/05/2025
<input type="checkbox"/> Glenn Grignon	glenn.teglach@me.com	Learner	10/03/2025

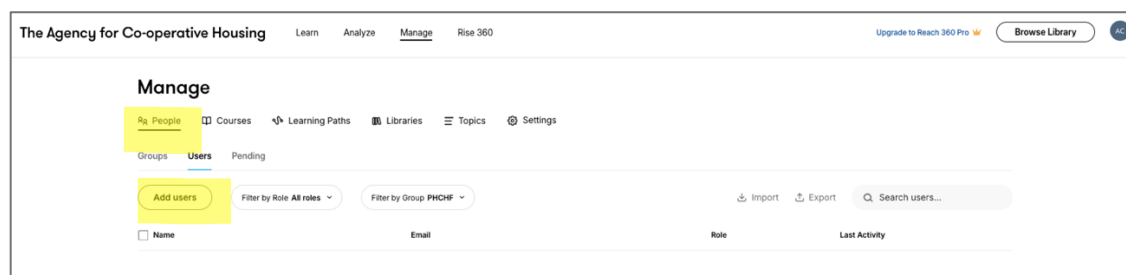
Adding users will be the federation's primary function in the management area.



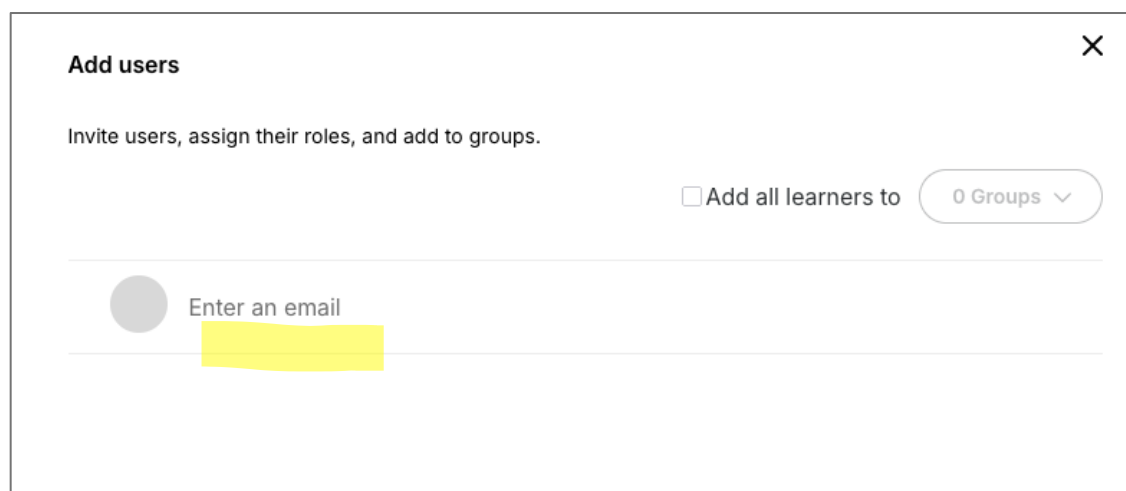
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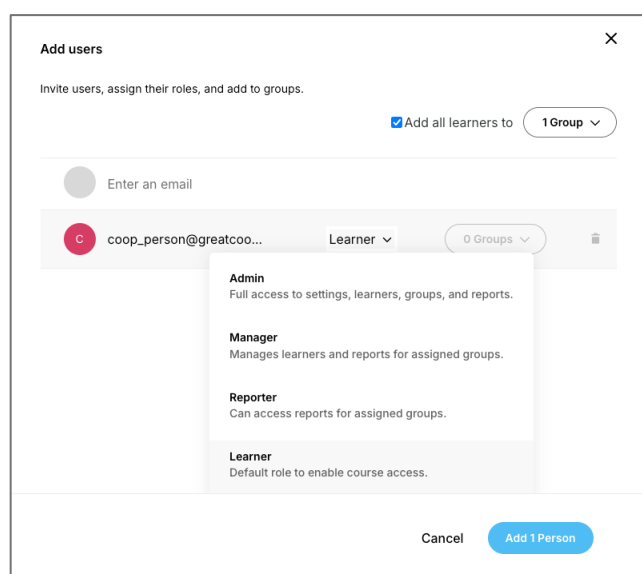
Click on People & click on Add users



Enter in the email address of the new user – check Add all learners to Select your Group



Assign User role – should leave the default as Learner



Click Add Person

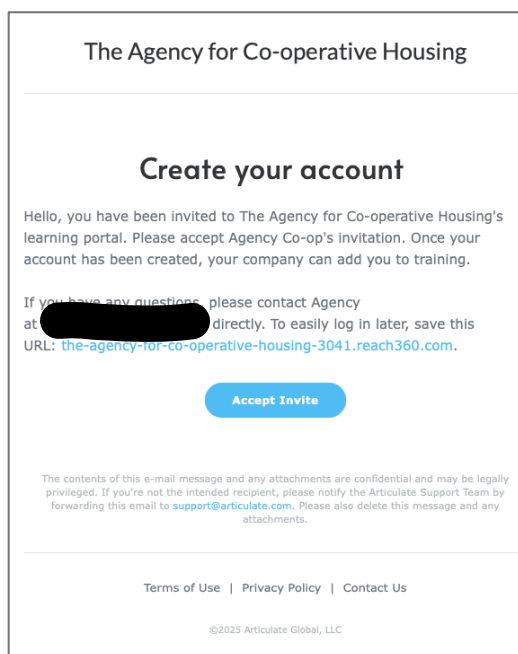
An email will be sent to the user to complete the process.



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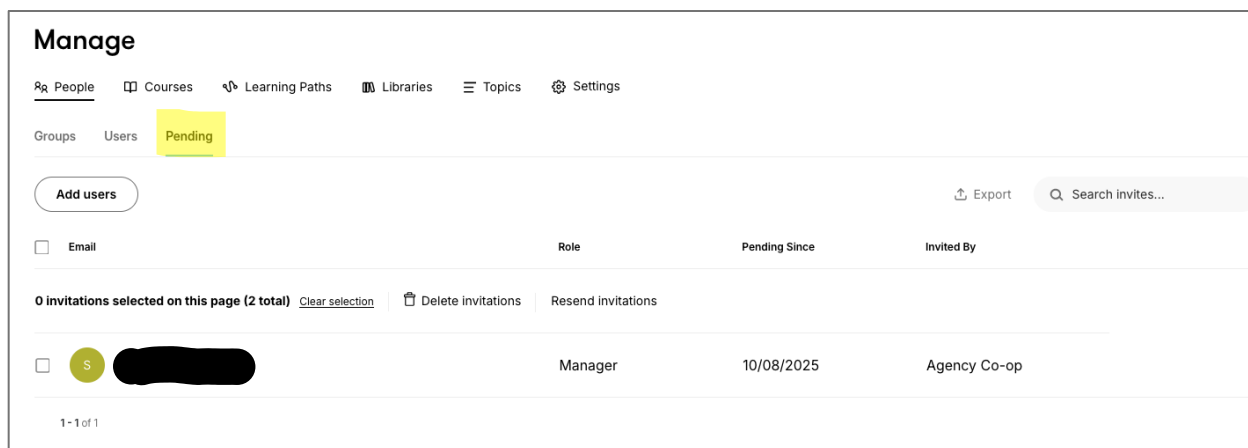
The email will vary slightly based on the role assigned to the user.



Pending Sub-Screen

The Pending sub-screen provides a view of the status of the user invitations.

You can also resend an invitation from here. To resend an invite select the user by clicking the box beside the user then click on Resend Invitations.



Once the user creates their account, they will show up in the group.





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
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As a federation user, you will not need to take any action in the other sections.

Manage

 People

 Courses

 Learning Paths

 Libraries

 Topics

 Settings

How-To completed.

Please contact Agency Support at helpdesk@agency.coop for more information.